



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, HESSEN  
UNIT 20193, BOX 0001  
APO AE 09165-0001


IMEU-HAN-ZA

4 June 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy (CP) 0-1, Open Door Policy

1. PURPOSE. To define and establish the USAG Hessen Commander's Open Door Policy.
2. APPLICABILITY. This policy applies to the following:
  - a. All civilian or military personnel assigned or attached to the USAG Hessen Area of Responsibility (AOR).
  - b. All family members residing in the USAG Hessen AOR.
3. My Command is open; however, I expect and have confidence that the chain of command will properly address all issues arising within the USAG Hessen.
4. On the rare occasions when the chain of command is perceived as part of the problem or when an immediate supervisor cannot resolve the issue, I request the issue be first directed to a Garrison Commander, Garrison Command Sergeant Major (CSM), or Garrison Deputy Commander.
5. If these individuals cannot resolve the issue, I will do all I can to do so. To schedule an appointment, contact my administrative officer at 322-1300. My administrative officer will make every effort to schedule this appointment as soon as possible. Soldiers who are pending judicial, non-judicial, or adverse investigation must coordinate through the Office of the Staff Judge Advocate to make an appointment.
6. This policy should be posted on military and civilian bulletin boards throughout the USAG Hessen AOR.
7. This policy memo supersedes USAG Hessen Policy Memo, "Command Policy (CP) 0-1, Open Door Policy," dated 24 August 2004.

  
RAY A. GRAHAM, JR.  
COL, AG  
Commanding

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